

**Davis & Elkins College**  
Elkins, West Virginia 26241  
(304) 637-1900

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

Each question should be fully and accurately answered. No action can be taken until all questions have been answered. Use blank paper if you do not have enough room on this application form. PLEASE PRINT, except for signature on back of application. All information you give will be held in strict confidence.

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Job Applied for \_\_\_\_\_ Today's Date \_\_\_\_\_  
Are you seeking: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary or Summer \_\_\_\_\_ employment?  
When are you available for employment \_\_\_\_\_

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Present Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Social Security Number \_\_\_\_\_  
Are you 18 or older? Yes \_\_\_\_\_ No \_\_\_\_\_  
If you are applying for a job with minimum age requirements, you may be required to submit proof of age.  
Are you a citizen of the United States or do you have a valid work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

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Did you serve in the Military? Yes \_\_\_\_\_ No \_\_\_\_\_  
Branch of Service \_\_\_\_\_  
Service Duties \_\_\_\_\_  
Are you a member of a Reserve Organization? Yes \_\_\_\_\_ No \_\_\_\_\_

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Were you ever employed here? Yes \_\_\_\_\_ No \_\_\_\_\_ When \_\_\_\_\_  
For DRIVING JOBS only: Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, give Driver's License Number \_\_\_\_\_

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Name, address and location of schools attended:	Highest grade completed?	Did you graduate?
High School _____		
College _____		
College Major _____	Degree _____	

Additional Education and/or Vocational or Technical Training information:  
School \_\_\_\_\_

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If you are an experienced operator of any business machines or equipment, please list \_\_\_\_\_

If you are an experienced operator of any plant machines or equipment, please list \_\_\_\_\_

Do you type? \_\_\_\_\_ Words per minute \_\_\_\_\_ Do you take shorthand? \_\_\_\_\_ Words per minute \_\_\_\_\_  
Do you have any other skills you wish to mention? \_\_\_\_\_

Give three references, not relatives or former employers.

Name	Address	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List names of employers in consecutive order with present or last employer first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. PLEASE GIVE MONTH AND YEAR.

1. \_\_\_\_\_  
 Name of Present or Last Employer Job Title and Duties  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City, State, Zip Code  
 \_\_\_\_\_  
 Employed from (date) to Pay: Start Final  
 \_\_\_\_\_  
 Reason for Leaving Name of Last Supervisor

2. \_\_\_\_\_  
 Name of Employer Job Title and Duties  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City, State, Zip Code  
 \_\_\_\_\_  
 Employed from (date) to Pay: Start Final  
 \_\_\_\_\_  
 Reason for Leaving Name of Last Supervisor

3. \_\_\_\_\_  
 Name of Employer Job Title and Duties  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City, State, Zip Code  
 \_\_\_\_\_  
 Employed from (date) to Pay: Start Final  
 \_\_\_\_\_  
 Reason for Leaving Name of Last Supervisor

Is any additional information relative to change of name, use of assumed name, or nickname necessary to enable us to check your work record? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Are you presently employed? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, may we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

In making this application for employment, it is understood that an investigation may be made whereby information is obtained through personal interviews or background checks. This inquiry may include information about your character, general reputation, job performance, or criminal record.

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I also authorize the companies, schools or persons named above to give any information regarding my employment, character and qualifications. I understand that any misleading or incorrect statements may render this application void, and if employed, would be cause for termination. I understand that if employed, I have been hired at the will of the employer and that any employment may be terminated at will; at any time; and with or without cause that employer's only obligation being to pay salary or wages due and owing at the time of the termination.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Davis & Elkins College is committed to a safe and secure environment. The annual security and fire safety report is available on [www.dewv.edu](http://www.dewv.edu).

FOR COLLEGE USE ONLY:

Disposition \_\_\_\_\_ Date Employed \_\_\_\_\_ Starting Rate \_\_\_\_\_ per \_\_\_\_\_  
 Job Classification \_\_\_\_\_ Department \_\_\_\_\_ Time Sheet Required \_\_\_\_\_  
 Interviewed by \_\_\_\_\_ Interviewer's remarks and recommendations \_\_\_\_\_

Application information checked by: Name \_\_\_\_\_ Date \_\_\_\_\_